

**Present:**

Ms J Duerden	Airedale NHS Trust
Mrs A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Ms K Kozłowska	Leeds Teaching Hospitals NHS Trust
Dr V Taylor	University of Bradford
Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

**Apologies**

Ms P Middlebrook

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
74	June Toovey welcomed the Group.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
75	The Action Log from the last meeting was agreed as an accurate record.  Vanessa Taylor reported that she gave apologies for the last meeting and will be involved in Action 60.  Emma Jehan to make changes to last action log.	E Jehan	04.11.2009
<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
76	► Trust Lead Nurse posts  Paula Middlebrook has taken over from Sue Ebbage as Lead Nurse for Harrogate.  Bradford will be advertising their Lead Nurse post in the near future, this will be part time (18 hours).  June Toovey reported that Mid Yorkshire are in the process of discussing their Lead Nurse post.  June Toovey to keep the group updated.	J Toovey	Ongoing
<b>4. Cancer Nursing Vision &amp; Action Plan - Update</b>			
Log No	Action	Lead(s)	Deadline
77	June Toovey reported that she has updated the Nursing Vision and Action Plan following the Lead Nurse Time Out in September and asked the Group to send final comments by Wednesday 4th November.  All members of the Group to send final comments to <a href="mailto:june.toovey@ycn.nhs.uk">june.toovey@ycn.nhs.uk</a> by Wednesday 4th November.	All	04.11.2009

<b>5. Objective 1: New ways of working and role development</b>			
<b>5.1 PANDORA</b>			
Log No	Action	Lead(s)	Deadline
78	<p>June Toovey updated the Group on PANDORA, the Gynaecology Nurses and the Upper GI Specialists have agreed to trial PANDORA and the Colorectal Nurses have expressed an interest.</p> <p>Work is ongoing within the Network regarding the funding and hosting of the web-based tool which is more costly than first anticipated.</p> <p>Carol Ferguson, YCN Service Improvement Lead has agreed to pay for the licence (200 log on's will cost £10,000). There is an additional yearly cost of £1750 for hosting, Philip Melling YCN Information Manager is investigating hosting PANDORA for a lower cost.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>5.2 CNS role: impact and evidencing</b>			
Log No	Action	Lead(s)	Deadline
79	<p>June Toovey tabled the minutes of the meeting with Vanessa Taylor, Krystina Kozlowska and Alison Harwood and discussion followed. It was reported that a table listing the identification concerns regarding CNS roles from Peer Review has been developed which reinforces the importance of the CNS role within the MDT.</p> <p>Alison Harwood reported that the table will show no concerns/risks at Calderdale &amp; Huddersfield; this is not the case, any highlighted concerns have been documented and will be dealt with locally.</p> <p>Discussion took place regarding evidencing the differences between band 6 and 7/8a CNS roles. It was agreed that the KSF and Agenda for Change profiles would be used</p> <p>E Jehan to circulate the identification of concerns regarding CNS roles document to the Trust Lead Nurses</p>	E Jehan	04.11.2009
80	Emma Jehan to circulate the notes from the CNS impact meeting to the Group for comments.	E Jehan	04.11.2009
81	June Toovey to send out the KSF and Agenda for Change profiles for CNS roles for comments.	J Toovey	04.11.2009
<b>6. Objective 2: Lead and support nursing contributions in implementation of NICE IOG</b>			
<b>6.1 Key Worker Competencies</b>			
Log No	Action	Lead(s)	Deadline
82	<p>June Toovey reported that the Key Worker Competencies were signed off as the final version at the Trust Lead Nurse Time Out in September.</p> <p>Emma Jehan to circulate the final version.</p>	E Jehan	04.11.2009
<b>6.2 Holistic Assessment Competencies</b>			
Log No	Action	Lead(s)	Deadline
83	<p>June Toovey tabled the final draft of the Holistic Assessment Competencies and the Group signed the document off as the final version.</p> <p>Emma Jehan to circulate the final version.</p>	E Jehan	04.11.2009

<b>6. Objective 2: Lead and support nursing contributions in implementation of NICE IOG</b>			
<b>6.3 Network policy recommendations</b>			
Log No	Action	Lead(s)	Deadline
84	<p>June Toovey tabled the final draft of the Network Holistic Assessment Policy Recommendations and the Group signed the document off as the final version.</p> <p>Emma Jehan to circulate the final version.</p>	E Jehan	04.11.2009
<b>7. Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies</b>			
<b>7.1 Cancer Care Education Programme - Update</b>			
Log No	Action	Lead(s)	Deadline
85	<p>June tabled the revised competencies for the Cancer Care Education Programme and explained that 2 new competencies had been added following a review by Vanessa Taylor and Sue Ebbage.</p> <p>The Group were informed that the majority of sessions have now been reviewed. The Group discussed the Patient &amp; Carer Perspective session as Colin Sloane, YCN User Facilitator has suggested adding information on User Involvement. The Group agreed the session should stay focussed on the patient perspective however information regarding patient involvement would be included at the end of the session.</p> <p>June Toovey to feedback to Colin Sloane on the content of the Patient and Carer Perspective session.</p>	J Toovey	04.11.2009
<b>7.2 Psychological Care Education Programme - Update</b>			
Log No	Action	Lead(s)	Deadline
86	<p>June Toovey fed back to the Group on the Psychological Care Education Programme, the first day of the course evaluated well.</p> <p>The Group requested the competencies for the course to be circulated.</p> <p>Emma Jehan to circulate the course competencies.</p>	E Jehan	04.11.2009
<b>8. Communication Skills Training</b>			
<b>8.1 Update on ACST</b>			
Log No	Action	Lead(s)	Deadline
87	<p>June Toovey reported that there has recently been an additional training day for new facilitators which the initial report has been positive.</p> <p>It was reported that there is now additional funding of £500,000 which will split across all Networks based on population size.</p> <p>June Toovey informed the Group that a document to support facilitators in training is to be developed. The Maguire Unit have agreed to send the core requirements if a facilitator to be included in the document.</p> <p>June Toovey to updated the Group at the next meeting.</p>	J Toovey	09.12.2009

<b>8. Communication Skills Training</b>			
<b>8.2 Network Sustainability</b>			
Log No	Action	Lead(s)	Deadline
<b>88</b>	<p>June Toovey reported that there will be a Tri Network meeting with the SHA, Universities and the National Team in November to discuss sustainability of the ACST programme.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>9. Cancer Nurse Leaders Time Out Agenda (November 09)</b>			
Log No	Action	Lead(s)	Deadline
<b>89</b>	<p>The Group discussed the Cancer Nurse Leaders Time Out in November and June Toovey tabled the draft programme.</p> <p>It was reported that registration so far has been slow, with the Nursing Group Chairs and Vice Chairs being invited, along with the Patient Information and User Involvement Leads on NSSGs.</p> <p>The Group agreed to extend the invitation to all members of the Nurses Groups and to contact the Chairs/Vice Chairs directly.</p> <p>The Group agreed to review the registrations in 1 week and then make a decision to postpone the Time Out or not.</p> <p>Emma Jehan to circulate the programme and registration form to all Nurses Groups and contact the Chairs/Vice Chairs directly.</p>	E Jehan	28.10.2009
<b>90</b>	Emma Jehan to update the Group in 1 week.	E Jehan	28.10.2009

**Date of Next Meeting(s)**

Friday 13th November 2009 9:00am

Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Time Out]

Wednesday 9th December 2009 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 20th January 2010 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 10th March 2010 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st April 2010 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 9th June 2010 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st July 2010 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 8th September 2010 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 20th October 2010 9:30am

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 8th December 2010 9:30am

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